The Ninety-Fourth Annual Report

OF THE

TRUSTEES

OF THE

FREE PUBLIC LIBRARY

CITY OF NEW BEDFORD

MASSACHUSETTS

For the Year 1946

Officers and Staff of the Free Public Library

Trustees

HON. ARTHUR N. HARRIMAN	Mayor of the City

Elected by the City Council

ROBERTA S. BARNET	Term expires April 1947
DR. JOSEPH GOULART	Term expires April 1947
CAROLYN B. MANNING	Term expires April 1948
RT. REV. MSGR. JOHN F. McKEON	Term expires April 1948
JULIA C. GIFFORD	Term expires April 1949
REV. LINDEN H. WHITE	Term expires April 1949

Committees

On Library—
REV. MR. WHITE, DR. GOULART and MRS. MANNING

On Buildings—
MSGR. McKEON, DR. GOULART and MRS. BARNET

On Finance—
REV. MR. WHITE, MSGR. McKEON and MISS GIFFORD

On Branches—
MISS GIFFORD, MRS. MANNING and MRS. BARNET

STAFF

Librarian

WILLIAM T. O'ROURKE

Executive Assistant to the Librarian

MINERVA F. MAXFIELD

Heads of Departments

STELLA M. FERGUSON	Art Librarian
CELESTINE M. POWERS	Cataloguer
CLAIRE N. RILEY	Children's Librarian
GRACE D. SHERMAN	Circulation Librarian
ALICE H. TRIPP	Reference Librarian
L. GERTRUDE WILCOX	Genealogical Librarian

Assistants

MARION H. BONNER
LORRAINE V. BUTEAU
ELSIE COLLINS
EVALINA CONSTANTINE
MERILYN JAMES
GLADYS W. KATZ
DOROTHY R. OSSWALD
THELMA H. PAINE
*MURIEL PARADIS
*THELMA PERRY
LORETTA E. PHANEUF
MARY E. PHANEUF
DORIS M. SANDERSON
LUCY ANN SHERMAN
JEANIE D. SHIELDS
JACQUELYN G. WHITE
ETHEL M. WILCOX

Branches

North Branch — AMANDA L. DION, SALLY VICTORIA

South Branch — DEOLINDA PERRY, BURNICE F. PIERCE, CEZALTINA MENDOZA

West Branch — **CLOTILDA KOBZA, CHARLOTTE S. NYE, FLORENCE E. PERRY

Elevator Operators

CLIFTON N. HATCH
WILLIAM MARSH

Janitors

GEORGE SUNDERLAND
GARRISON L. OLIVER
GEORGE C. BRIGHTMAN

Janitresses

CHRISTINE KOZOREK
***ELEANOR HOUGHTON
NANCY M. EATON
HILDA MONIZ

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*Resigned **Retired

***Defense Work

Trustees' Report

To the Honorable, the City Council of the City of New Bedford, Mass.

The Trustees present their Ninety-fourth Annual Report to the City Council in the Report of the Librarian, which has been adopted by the Board.

Respectfully submitted,

BOARD OF TRUSTEES,

WILLIAM T. O'ROURKE,

Clerk of the Board

Librarian's Report

To the Trustees of the Free Public Library:

I herewith submit for your approval the Ninety-fourth Annual Report of the New Bedford Free Public Library.

CIRCULATION AND REGISTRATION

In spite of sizeable gains in circulation during the early months of the year and again in December, the Saturday closings for fuel conservation during two periods at the Main Library and the complete closing of West Branch for nearly a month because of repairs to the heating system, brought about a loss of approximately 6500 in total circulation of books for the year as compared with 1945. If it had not been for these forced closings the figure of 386,744 would have been more than increased to the 400,000 mark. The number of registered borrowers for the year was 17,041, some 1600 less than 1945.

In her report, the Head of the Circulation Department points out that there should be more copies available of titles requested on the reserve list. This of course cannot be accomplished with present inadequate book funds.

The Extension Service, begun in December, will provide loan collections for hospitals and rest homes, and deliveries of books by Girl Scouts to invalids in their own homes. The service at St. Luke's Hospital circulated 5,988 books during the year and the Presidential Heights and Bay Village book stations, open only one day per week, continued at a satisfactory pace.

REFERENCE DEPARTMENT

For the second year in succession the Reference Department showed a splendid increase in the number of questions

handled — 7471, an increase of more than 1100 over the previous year's figure. A large amount of this extensive reference service was for veterans of the recent war who were seeking information on courses of study, accredited schools and colleges, careers, vocations, and various kinds of businesses. One young veteran wanted material on the Tagalog language — he had married while in the Philippines and wished to go back there to open a super market. Another who had been stationed in the Philippines wanted a copy of Romulo's famous speeches.

Letters requesting information have been received from California, Connecticut, Illinois, Louisiana, Maine, North Carolina, Ohio, Tennessee, and Washington, D.C. William H. Tripp, Curator of the Old Dartmouth Historical Society has been helpful as always; this time in the identification of certain whaling or nautical articles, sketches of which were sent to us from a city in the Middle West.

Among the important reference works added during the year were: Annotated Laws of Massachusetts — 10 volumes, Congressional Quarterly, Federal Tax Guide, Internal Revenue Code and Encyclopedia Americana.

JUVENILE DEPARTMENT

The circulation of books from the Children's Room was 53,224 and from the School Collection 83,117, the former a slight decrease and the latter an increase of more than 1000. The total number of books on deposit at schools, both public and parochial, was 7905. The Children's Librarian worked with a School Department Committee on revision of the Literature curriculum for grades 5 and 6, visited all 4th grades in the city, both public and parochial, and gave instruction at the Library to 7th grade classes other than those in Junior High Schools. Girl Scout and Boy Scout programs were continued and numerous book reviews and talks were given to various groups, also by the Children's Librarian. Successful story hour periods with victrola music were conducted Saturday mornings during the winter and early spring.

CATALOG DEPARTMENT

The final figure for the fiction inventory of 1944 was 7572 volumes missing. All cards for these books were removed from the catalog. During the year 6955 books were added and 2044 were withdrawn, resulting in a total of 235,795 volumes in the library at the end of the year. It is hoped that a non-fiction inventory may be undertaken in 1947 in keeping with the policy established several years ago.

ART DEPARTMENT

The vertical files, so long planned for this department's collection of circulating pictures were finally achieved in a small measure with the installation of three five-drawer units. This arrangement facilitates the handling of the pictures and provides better protection. Additional units are planned for 1947. 36,570 pictures were circulated during the year. Books on house plans are still in heavy demand and photography continues to be a popular subject.

GENEALOGICAL DEPARTMENT

Still located on the basement floor since being moved there as a protective measure during the war, the Genealogical Room continued the usual indexing, clipping and filing of local materials. Many recent books were added to the collection, some of which were gifts. Several new volumes of the American Genealogical Index were made available for genealogists and historians.

STACK DEPARTMENT

The moving of the switchboard from the stacks to the office of the former Assistant Librarian will make for improved efficiency in stack work. However, a large turnover of help in the department has been a continual difficulty. With the advent of better wages for substitutes and pages in 1947 we may hope for more progress in weeding and revision. Also,

the early appointment of another janitress will permit improvement in the cleanliness and general order of shelves and books.

BRANCH LIBRARIES

I am sorry to have to call attention again to the poor physical condition of the three branches. Nothing but minor repairs were completed in 1946, and we have no way of telling what may be expected for 1947. North and South Branches showed slight circulation losses and West completed the year with a healthy gain in spite of nearly a month's closing for heater repairs.

PUBLIC RELATIONS

It was a source of much pleasure and satisfaction for the Library to receive the John Cotton Dana Award for publicity in cities of 100,000- 200,000 population. This award in honor of John Cotton Dana, during his life one of America's leading librarians, was presented at the annual conference of the American Library Association at Buffalo in June, and was based on publicity for the year 1945, "for enlisting the cooperation and participation of varied community groups, indicating an awareness of current and cultural problems."

The Public Forums, in which a number of outstanding speakers were presented, continued to retain their popularity. Some of the speakers were Selwyn James, Dr. Wing-tsit Chan, Col. C. Wellington Furlong, Cord Meyer, Jr., John Somerville and Dr. Herman Finer.

The "Calender of Dates", a service inaugurated in late 1945 has worked out very satisfactorily. More organizations are cooperating in order not to have conflicts in dates when planning important educational and social events.

The Library Column in the Sunday Standard-Times, the Quarterly Bulletin under supervision of Miss Elsie Collins,

and the Book Talks during the early months of the year were continued and improved.

Interesting exhibits were arranged in Ingraham Hall and in the glass case on the upper floor. Among the displays were those concerned with Music Week, Cooperatives, Religious Book Week, Jewish Book Week, Catholic Book Week, Brotherhood Week, Negro History Week, American Veterans Committee, Francis D. Millet's Paintings, and Bibles in Foreign Languages.

New Bedford's First Annual Art Exhibit sponsored by the Standard-Times was held in the Library, and Robert Brooks presented a showing of his paintings, sponsored by the Library.

Book lists and displays were arranged for the Forums and for the New Bedford Vocational School.

The Standard-Times and Radio Station WNBH were generous in their cooperation with Library publicity.

BUILDING AND GROUNDS

As mentioned previously in respect to Branch Libraries, only minor and emergency repairs were effected at the Main Library. The list of necessary and advisable repairs and changes is growing longer and more difficult year after year. Until the required $3000—$4000 per year over a five year period, as specified in the "budget plan" adopted by the Trustees several years ago is made available for repairs, little if any improvement can be expected. We were told early in 1946 that the appropriation for Library repairs in the Superintendent of Buildings' budget was about $2000. Actually, only $818.49 was used, and the largest part of this was for the emergency heater work at West Branch. The only answer we can obtain is that help is not available.

FINANCES AND PERSONNEL

Although our General Expenses appropriation was enlarged slightly in 1946, we still are working on a budget that

is much too small for normal library requirements. Here again it must be pointed out that the "budget plan", based on absolute necessities and conservative estimates, is the only satisfactory solution.

Staff members' salaries benefited from the $200 annual temporary adjustment for permanent employees and the substitute and part-time help received small hourly wage increases. However, the lack of improvement in basic wage and salary rates brought about the formation of a Citizens Committee, who with Staff and Trustee representatives inquired into the situation. After several meetings and conferences, the Mayor proposed a schedule of minimum and maximum salaries and wages with specific amounts for 1947 for each employee. This schedule was in many respects similar to what has been submitted in our budget for the past several years, and although not satisfactory in all positions, it was accepted by the Committee and in turn by the Trustees as the best available at present.

In considering library salaries, especially those for professional positions, we must give serious thought to the near future, when several key positions will become vacant because of retirements. If we wish to fill these vacancies with qualified people, and we must if good library service to the community is to be maintained and extended, it is necessary that adequate salaries be effective.

TRUSTEES

The Rev. Linden H. White and Miss Julia C. Gifford were reappointed to the Board in April.

STAFF

Miss Minerva F. Maxfield, appointed Assistant Librarian replacing Mr. Yaeger in 1945, was named Executive Assistant to the Librarian early in 1946 and the position of Assistant Librarian was abolished. Miss Clotilda Kobza, for many years

the popular and capable West Branch Librarian retired and was replaced by Miss Charlotte S. Nye. Mrs. Alice Mahoney and the Misses Muriel Paradis and Thelma Perry resigned and the Misses Thelma Paine, Mary Phaneuf, Loretta Phaneuf, Merilyn James and Mrs. Gladys Katz were appointed to the Staff. Miss Dorothy Osswald was promoted to the new Extension Librarian position in December. William Marsh was appointed Spare Junior Building Custodian and his former position of Elevator Operator was suspended.

The Librarian attended the annual conference of the American Library Association, the New England Library Conference, at which he was on the speaking program, and several meetings of the Massachusetts Library Association and Old Dartmouth Library Club, also appearing on the speaking program of the latter. He was appointed to the Library Division of the Committee for Economic Development, the Education Committee of the Massachusetts Library Association and to the Library Council of the United Nations Association of Massachusetts as publicity chairman. Miss Riley was President of the Old Dartmouth Library Club and gave many book talks and other addresses to various organizations. Miss Bonner showed pictures for the Old Dartmouth Library Club and other groups. Staff members attended meetings of the New England, Massachusetts and Old Dartmouth organizations. An Association of Library Employees was organized during the year and took an active part in the movement for improved salaries and wages. Many changes occurred in the substitute and part-time staff.

GIFTS

The most generous gift to the Library in a number of years was that from the estate of Miss Florence L. Waite, embracing Correggio's painting "The Marriage of St. Catharine", $2000 as an outright bequest and one-eighth of the residue. The total amount of this will not be known until late 1947. Miss Patty Wilcox willed a $5000 trust fund, the income to

be used for travel books, and the Frederick Slocum Allen Fund of $1000 with income to be used for whaling books and articles was established.

For these splendid gifts and for many others of books and pamphlets received throughout the year, the Library is deeply appreciative.

RECOMMENDATIONS

My recommendations for 1947 are the same as for 1946 except the Extension Service and change in the telephone system, the only two from a list of fourteen which our severely limited finances permitted us to accomplish.

In closing this report I am happy to express my sincere gratitude to the Library Trustees and employees for their co-operation and confidence.

Respectfully submitted,

WILLIAM T. O'ROURKE

STATISTICS IN FORM RECOMMENDED BY THE AMERICAN LIBRARY ASSOCIATION

Annual Report for year ending December 31, 1946

Name of Library—New Bedford Free Public Library.
City—New Bedford. State—Massachusetts.
Name of Librarian—William T. O'Rourke.
Date of Founding—1852.
Population served—110,341 (U. S. Census, 1940).
What government unit served?—City.

Terms of use—
Free lending.
Free for reference.

Total number of agencies—178
Consisting of Central Library and 3 Branches.
Other agencies: 171 School Deposits and classroom libraries, 1 hospital, 2 housing developments.

Number of days open during the year	335
Hours open each week for lending	72
Hours open each week for reading	79
Hours of service per week required of staff	35
Number of Sundays open during the year	27
Hours open each Sunday (for reading and reference)	7

BOOK STOCK

Number of volumes at beginning of year	230,884
Number of volumes added during year	6,955
Number of volumes withdrawn during year	2,044
Total number of volumes at end of year	235,795
Number of newspapers currently received excluding duplicates	35
Number of periodicals currently received excluding duplicates	298

CIRCULATION AND USE

Number of volumes of adult non-fiction lent for home use	40,883
Number of volumes of adult fiction lent for home use	144,461
Number of books for children lent for home use	201,400
Total number of volumes lent for home use	386,744

REGISTRATION

Total number of registered borrowers	17,041
Borrowers registered or reregistered during year	5,262

The length of registration period is 3 years.

CITY APPROPRIATION

Appropriation		$80,520.53
Salaries	$47,996.11	
Wages	20,106.41	
Building Maintenance	156.17	
Insurance	330.79	
Janitors' Supplies	727.90	
Binding	2,033.13	
Printing	808.03	
Express	35.52	
Postage	258.96	
Telephone	422.63	
Light	558.49	
Heat	577.72	
Water	82.79	
Stationery and Supplies	1,230.03	
Travel and Transportation	271.63	
Library Maintenance	132.20	
All other	97.95	
Forums	733.19	
New Equipment	381.21	
	$76,940.86	
Balance	3,579.67	
		$80,520.53

KEMPTON FUND

Balance	$442.99	
Receipts	9,404.84	
		$9,847.83
Library Maintenance	$9,177.59	
Janitors' Supplies	.44	
Binding	51.57	
Printing	6.20	
Stationery and Supplies	23.48	
Building Maintenance	8.25	
All Other	15.00	
New Equipment	87.00	
	$9,369.53	
Balance	478.30	
		$9,847.83

SYLVIA ANN HOWLAND FUND

Balance	$61.26	
Receipts	2015.79	
		$2077.05
Library Maintenance	$2044.89	
	$2044.89	
Balance	32.16	
		$2077.05

GEORGE O. CROCKER FUND

Balance	$231.21	
Receipts	275.34	
		$506.55
Library Maintenance	$402.80	
	402.80	
Balance	103.75	
		$506.55

OLIVER CROCKER FUND

Balance	$30.63	
Receipts	15.00	
		$45.63
Library Maintenance	$44.63	
	$44.63	
Balance	1.00	
		$45.63

GEORGE HOWLAND, JR. FUND

Balance	$23.29	
Receipts	24.00	
		$47.29
Library Maintenance	$45.45	
	$45.45	
Balance	1.84	
		$47.29

JAMES B. CONGDON FUND

Balance	$10.69	
Receipts	7.50	
		$18.19
Library Maintenance	$17.71	
	$17.71	
Balance	.48	
		$18.19

CHARLES W. MORGAN FUND

Balance	$27.92	
Receipts	15.00	
		$42.92

Library Maintenance	$39.56	
	$39.56	
Balance	3.36	
		$42.92

CHARLES L. WOOD FUND

Balance	$20.06	
Receipts	30.00	
		$50.06
Library Maintenance	45.33	
	45.33	
Balance	4.73	
		$50.06

ELIZABETH B. MACKIE FUND

Balance	$31.23	
Receipts	15.00	
		$46.23
Library Maintenance	$44.54	
	$44.54	
Balance	1.69	
		$46.23

DEBORAH B. TRIPP FUND

Principal and Income (approx.)	$16,000.00	
		$16,000.00
Library Maintenance	$579.27	
	$579.27	
Balance	15,420.73	
		$16,000.00

DUPLICATE PAY

Balance	$273.40	
Receipts	259.17	
		$532.57
Library Maintenance	$186.22	
	$186.22	
Balance	346.35	
		$532.57

FINANCE

RECEIPTS

*City appropriation	$92,520.53
Income from Trust Funds (Incl. balance from 1945)	27,802.47
Rental collection	259.17
	$120,582.17

*Includes $10,000 value of municipally supplied heat and light and $2,000 for repairs under City Building Department.

EXPENDITURES
OPERATING EXPENSES

Salaries: Library Staff	$54,496.45
Wages: Building Staff	13,606.07
Books and Periodicals	12,627.99
Printing and rebinding	2,898.93
Heat, light, power, water	11,219 00
Insurance	330.79
New Equipment	468.21
Other operating expenses	4,931.84
Grand Total	$100,579.28
Balance on hand at end of fiscal year	$20,002.89
$4,761.18 of this balance reverted to the City	
Actual balance	$15,241.71

ANNUAL REPORT

New Bedford Free Public Library for the year 1946

IN CITY COUNCIL, March 13, 1947

Received, placed on file and ordered printed in the city documents.

CHARLES W. DEASY, City Clerk

Attest:

CHARLES W. DEASY, City Clerk